

COLLECTION SYSTEM MAINTENANCE SUPERVISOR*Class Definition*

Under direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of wastewater collection system crews performing manual, semi-skilled and skilled work in the cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

Distinguishing Characteristics

Collection System Maintenance Supervisor is a full first-line supervisory class. Incumbents provide general supervision, and are responsible for the total range of operational wastewater collection system activities within designated areas. Collection System Maintenance Supervisor is distinguished from Sewer Maintenance Manager in that the incumbent of the latter is responsible for the overall management of the Sewer Maintenance Division. Collection System Maintenance Supervisor is distinguished from Collection System Maintenance Worker III in that incumbents of the latter provide on-going advanced journey level lead direction and participation to wastewater collection system crews.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of wastewater collection system crews engaged in manual, semi-skilled and skilled work in the cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

Plans, schedules, assigns and evaluates wastewater collection system crew performance; supervises and provides training to crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices.

Identifies wastewater collection system deficiencies; assesses effective remedial methods to remove blockages and obstruction; compiles and collects data to select, define and analyze improvement opportunities and strategies.

Plans and executes wastewater collection system preventive maintenance programs and measures designed to prevent service interruption and protect capital investment.

Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.

Coordinates division activities with other City divisions, departments and public agencies.

Routinely records and reports work activities within targeted geographic areas; develops recommendations for purchasing equipment appropriate to the system; estimates materials and equipment needs; maintains records of work time, material usage and work performed; develops recommendations for staffing modifications and improvements to wastewater collection system maps.

Prepares or directs the preparation of necessary reports, logs, memorandums, correspondence and other data.

Participates in goal setting, budgeting and strategic planning for the division; may identify barriers to goal achievement and recommend solutions.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Knowledge of materials, methods, practices and equipment used in wastewater collection system pipeline cleaning, maintenance, inspection, repair and construction.

Knowledge of safety practices applicable to biohazard conditions and wastewater collection systems operations.

Knowledge of modern methods for accomplishing projects through work teams.

Knowledge of on-the-job training programs and training methods.

Ability to plan, coordinate, assign and direct the work of subordinate staff.

Ability to supervise, train and evaluate subordinate staff.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships at all organizational levels, including the public.

Ability to use computer technology proficiently.

Skill in the safe use of all equipment related to wastewater collection system operations.

Minimum Qualifications

Three years of progressively responsible full-time paid experience in cleaning, maintenance, inspection, repair and construction of a comprehensive wastewater collection system, which includes one year of full-time paid experience providing lead direction to work teams, crews or small work groups; or, one year of full-time paid experience equivalent to that gained as a full first-line supervisor in a skilled craft, trade, and/or similar environment with the City of Fresno.

Special Requirement

Possession and maintenance of a valid California Driver's License at time of appointment. Incumbents will be required to possess and maintain a valid Class B California Driver's License with Tank endorsement within 90 days of appointment. Possession and maintenance of a valid Class A California Driver's License with Tank endorsement within 90 days of appointment may be substituted for the Class B California Driver's License with Tank endorsement special requirement.

APPROVED: _____
Director

DATE: _____